

**KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION**  
911 Leawood Drive (40601)  
PO Box 1360  
Frankfort, Kentucky 40602  
(502) 564-3296, ext. 239

**APPLICATION TO CHANGE THE LOCATION OF A PROPRIETARY SCHOOL**

This application **must** be submitted to the Board at least 30 days prior to the effective date of the change. The application fee of \$500 by check or money order made payable to the ***Kentucky State Treasurer*** must be submitted with this application. **DO NOT SEND CASH.**

**INSTITUTION INFORMATION** (as appears on current license)

**Date:** \_\_\_\_\_

Official name of institution: \_\_\_\_\_

Address of institution: \_\_\_\_\_

\_\_\_\_\_

Administrative contact person, e-mail address, telephone and FAX numbers: \_\_\_\_\_

\_\_\_\_\_

Name, address and telephone number of owner(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name, address, and phone number of **new** location to appear on record:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed date of move: \_\_\_\_\_

Reason for location change request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is it understood that any change in the school program(s) must first be approved by the Kentucky State Board for Proprietary Education? Yes \_\_\_\_ No \_\_\_\_

## CERTIFICATION

I certify that the foregoing information is true and correct to the best of my ability and belief.

\_\_\_\_\_  
Signature of School Official                      Title                      Date

\_\_\_\_\_  
Signature of Notary Public                      State of: \_\_\_\_\_                      County of: \_\_\_\_\_

Signed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_                      Affix notary seal here:

## INSTRUCTIONS:

- ? This application must be completed in its entirety and the original submitted to the State Board office for approval with the \$500.00 application fee. Fees must be paid by check or money order made payable to the **Kentucky State Treasurer. Do not send cash.**
- ? A floor plan, including dimensions, must be submitted marked as Exhibit A.
- ? Current documentation indicating compliance with all fire and safety codes must be submitted marked as Exhibit B.
- ? The facility must be inspected by the representative(s) of the State Board prior to the application being submitted for State Board review. You will be contacted by the board office to schedule this inspection.